

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY ADJUTANT GENERAL SCHOOL  
10000 HAMPTON PARKWAY  
FORT JACKSON, SC 29207-7025

ATSG-AGS-TD

xx xxx 2019

MEMORANDUM FOR Students, Adjutant General Captain's Career Course-Reserve Component (AG-CCC-RC) (Phase 1)

SUBJECT: AG-CCC-RC Welcome Letter and Student Instructions

1. Welcome to Fort Jackson, home of the Adjutant General's Corps and the Soldier Support Institute. We look forward to your attendance at the Adjutant General Captain's Career Course-RC. Our mission in the Advanced Officer Training Division is to train and equip officers with the necessary skills and knowledge to support the force through personnel services. The primary focus is at the Battalion and Brigade levels with HR core competencies and functions.

2. As we get closer to your attendance for the AG-CCC-RC, you can access Blackboard at <https://ssi.ellc.learn.army.mil>, no earlier than 18 June 2019. After accessing Blackboard's main page, click the "Courses" link and type "Adjutant General Captains Career Course (RC) (PH1) 006-19" in the "Course Search" field. Next, place the mouse over the course ID and click the down-arrow then select "Enroll." Enter the access code: XXXXXXXX and then click the "Submit" button. You will need to log onto the SSI blackboard and start monitoring it for all your announcements and course information. Additionally, you need to monitor your Enterprise email account. Your Enterprise email account is the email of record for the US Army and will be used prior to and throughout the Captain's Career Course. You will need to send your demographic information to the instructors via e-mail. This information is critical to how we determine the class breakdown into teams and project work-groups prior to the start of each class

3. The course concept consists of the following—Preparation, Phase 1-Resident, Phase 2-Distributive Learning and Phase 3-Resident.

a. Preparation Phase. The Adjutant School Commandant mandates that all students attending training by the AG school read and become familiar with the following Human Resource Core Competencies: Man the Force, Provide HR Services, Coordinate Personnel Support, and Conduct HR Planning and Operations located in the new FM 1-0, dated April 2014. All students must prepare to pass the weigh-in and APFT in accordance with Army Directive 2012-20, dated 12 September 2012 (attached), states in para 2.b., that "Successful completion of the APFT and height and weight screening are mandatory for course graduation. For PME course with multiple phases, the initial APFT and height and weight screening will be administered during the first phase of the resident course. Phase III students are required to provide a copy of current APFT Card (no older than 12 months prior to phase III completion)

b. Resident Phase 1. Successful completion of the APFT and height and weight screenings are mandatory for course graduation. Since this course has two resident phases, the initial APFT and height and weight screening will be done during Phase I.

**Officers with temporary profiles are not allowed to attend this school** (read the fact sheet for additional information). During classroom instruction, a faculty team leader will facilitate about 60 percent of your instruction. Students will present the other 40 percent of the course material in a small group setting. Testable blocks consist of classroom discussions, student projects, completing written assignments and briefings. Read the attached fact sheet that addresses many of your administrative questions. Upon arrival, you will receive a specific calendar pertaining to your class (understand that the calendar may change throughout your class instruction). **You will report to the SSI, building 10,000 on TBD 2019 at TBD (APFT Uniform) for HT/WT. APFT will be conducted on TBD 2019 at TBD (APFT Uniform) on Darby Field.**

c. Distributive Learning Phase 2. The student will maintain an APFT card during the distributive learning phase with his or her DL requirements while enrolled in the AGCCC-RC course. The APFT is part of your course completion and graduation requirement. **In accordance with the Program of Instruction for the CCC-RC course dated 2007, the "maximum allowable time to complete" all phases of training is three years. If DL is not completed within three years, students will not be enrolled in Phase III.** In addition, Phase 2 completion is a requirement before attending Phase 3. If you fail to complete Phase 2 (DL), **one week before Phase III report date, your ATRRS reservation to attend Phase 3 will be cancelled and you will have to be rescheduled.**

d. The SSI is proud to announce the launch of the Military Pay (MilPay) Transition Course. The MilPay Transition Course is a self-development tool for Army Human Resources (HR) Professionals and Soldiers that will enhance their knowledge of MilPay. This course provides HR Professionals with access to a quality training product that improves their preparedness to assume MilPay responsibilities with the fielding of IPPS-A. The MilPay Transition Course will promote familiarity of the basics of military pay policy and procedures with the DoD FMR 7000.14-R Volume 7A, Joint Travel Regulations, and a variety of other Army Regulations. HR professionals can self-enroll now on the Soldier Support Institute's Blackboard site. Note: **This course should be completed prior to graduating Phase III; to take the course students must self-enroll by following the enrollment instructions below:**

1. Login to the SSI Blackboard at <https://ssi.ellc.learn.army.mil>.
2. At the Self Enrollment page click the Submit button to complete the enrollment. Military Pay (MILPAY) Transition Course - Distributed Learning (dL)

d. Resident Phase 3. Students will participate in a small group instructional setting. This phase will include classroom discussions, guest lectures, student projects, numerous briefings by the student to prepare him or her for the rigors of Staff operations and functions. You will prepare a country brief utilizing PMESII-PT. Prior to arrival, the

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student will familiarize themselves with MDMP and PMESII-PT. **You will also had to have taken and passed an AFPT within one year. This is annotated on your AER (DA Form 1059) as part of meeting course completion and graduation requirements. You will report to the SSI, building 10,000 on TBD at 0800 in classroom TBD (ACU/OCP).**

4. Again, welcome to the Adjutant General Captain Career Course (RC). Prepare yourself for a fast paced and busy time. If you have any questions or require additional information, please contact LTC Jovon Perry, [jovon.r.perry.mil@mail.mil](mailto:jovon.r.perry.mil@mail.mil) or 803-751-8510 or MAJ Felicia Norris at [felicia.r.norris.mil@mail.mil](mailto:felicia.r.norris.mil@mail.mil) or 803-751-8402.

///Original Signed///  
STEPHEN L. CHRISTIAN  
LTC, AG  
Director of Training

## **AGCCC-RC Fact Sheet**

**Reporting/Class Hours:** Your report date is the Sunday prior to the start of your specific class. **Do not make return travel plans before 1200 on the second Friday of your specified course (Phase 3 completion or graduation).** Classes generally run from 0800 to 1800 hours, but due to the limited time in session; classes are conducted Monday through Saturday. Prepare to work in a group setting (outside of the classroom) on Saturday and Sunday for group briefings. **Note:** the classroom temperature varies; either too hot or too cold, plan accordingly.

**Day One Report Date/Time: 15 XXX 2019 at 0600 Alpha Co Orderly Room (3<sup>rd</sup> floor of AG Wing). Report to class at 0800.**  
**Report Location: Class Room: TBD**  
**Uniform: (ACU/OCP: Classroom) (APFT UNIFORM: HT/WT)**

**Uniform:** Throughout the course, the duty uniform is ACU/OCP and soft cap. Bring the Improved Physical Fitness Uniform (IPFU - black only) with orange reflective belt. We conduct physical training (PT) on-post during the hours of 0530-0700. Also during PT hours many roads are blocked to all traffic and will not re-open until 0700. Post PT hours are Monday thru Saturday 0530 to 0700. Plan your drive times appropriately. You must arrive in compliance with the Army's weight standards, AR 600-9. **Officers with temporary profiles are not allowed to attend this school.** There is an exception for pregnant officers who do not have restrictions on the number of hours they can spend in a classroom environment. Additionally, if your temporary profile is as a result of injury sustained in a combat zone, you may also qualify for an exception. **Anyone with a profile (permanent or temporary) must send the course instructor a copy of the profile for review and approval prior to acceptance in the course.** Individuals currently flagged at their unit for failure to meet height and weight or APFT standards cannot begin resident AGCCC-RC. Also, ensure you bring appropriate civilian clothing for informal social activities.

**Lodging:** Upon arrival, report to the Fort Jackson Inn & Welcome Center, Bldg 7550, Benning Road, Fort Jackson, SC, 29207 (see enclosed map). **NOTE: During certain times in the summer/winter months; there is a possibility that lodging may be off post.** Tell them you are here for the two week resident AGCCC-RC (and your class number). The Fort Jackson Inn will reserve all rooms for your class. You may contact the Fort Jackson Inn at 1(800) 276-6984 or (803) 782-9802. If you are arriving earlier than the Sunday prior to class starting or remaining after Friday graduation, you must coordinate this additional billeting requirement yourself. For anyone arriving by air, there will be no transportation available from the airport. If your orders do not authorize a rental car, I recommend you take a taxi to the welcome center; cost is about \$35. With the receipt, you can be reimbursed through your travel voucher. The welcome center will then provide transportation to your billets until 2300 hours. Please inform the welcome center that you will need transportation to your billets. On-post billets provide internet access. If traveling after 1800 hours on the Sunday prior to the

course Start Date, please inform the welcome center of your late arrival to retain your reservation.

**Transportation:** No transportation will be provided from your lodging facility to the classroom. Additionally, billeting and dining are within walking distance of the classroom. You will also need transportation to go to the PT area (Darby Field). As a result, we encourage National Guard members to ask their units to authorize a rental car and annotate that on your orders. Before leaving your Reserve Component unit, check to see if you are authorized a car rental. If you are authorized a car rental it will state it in your orders. Any Army Reserve students who have a rental car designated on their orders must be willing to drive USAR classmates (with reasonable requests) throughout the duration of the course. If you do not have orders authorizing a rental car, but you choose to get one, you may have to cover the cost of the rental car yourself.

**In-processing:** Alpha Company, 369th AG Battalion, is your unit of assignment for the duration of the course. Alpha Company is located on the second floor of the Soldier Support Institute, Bldg 10000 Hampton Parkway, Room 2044. On day one, Alpha Company Commander will provide a welcome brief to discuss additional administrative issues for the class. You will need to know your local address and room phone number (provided to you by the Fort Jackson Inn & Welcome Center and/or contract hotel).

**Laptops/Computer:** If you own a laptop computer, you are **strongly encouraged** to bring it with rewritable disks for outside classroom usage. Flash drive/memory sticks are no longer authorized to download course materials. Laptops are available in the classrooms; but they are stationary and not allowed outside of the classroom. Connectivity in lodging may be limited depending on where you're residing (i.e. Off post, Dozier Hall, Palmetto lodge etc.) Printer access is also limited.

**Funding:** All officers will arrange for funding through their current or losing command. Officers should ensure the special instructions of their orders reflect attendance at this course and include a fund cite. For those officers arriving from the west coast, please ensure your orders reflect one additional day for travel after graduation. West coast flights departing Columbia Airport are scheduled early morning on Fridays or Saturdays.

**Privately Owned Weapons:** You must register all privately owned weapons with the Provost Marshal's Office. Echo Company has the paperwork necessary to complete this action. We recommend you leave all privately owned weapons at home.

**Meals:** Government meals are available. You will need a copy of your orders to eat in the DFAC. Students may if they desire purchase lunch from various establishments that are within driving distance. Additionally, there are some classrooms with a refrigerator and microwave in the classroom for short term storage.

**Miscellaneous:** Be advised that portions of Building 10000 are **"No Hat, No Salute"** areas. Specifically, the areas immediately around the building entrances (covered

walkways) fall in this category as does the smoking area. Common Access Cards are required to access the outer doors of the building. Additionally, you need to know that there is a post policy for “No Electronic Devices” while driving. This means **NO cell phone use**. You are authorized to use hands-free device or a speaker. And one last note is, there is **NO** “walking and talking” on cell phones **ANYWHERE** on post.

**Directions:** Ft Jackson is located in Columbia, South Carolina. The city is accessible from three major highways: 1-20, I-26, and I-77. I-95 and I-85 are a short drive away. The nearest airport is the Columbia Metropolitan Airport located about 25 minutes from Ft. Jackson. An additional option is to fly into Charlotte, North Carolina which is about one and a half hours away. Please see attached maps of Columbia and Ft. Jackson for further information.

(1) **Fort Jackson Inn & Welcome Center:** To Fort Jackson via I-77 N & S, take Exit 12 (Forest Drive). If you are traveling North on I-77 from the airport, take Exit 12 and turn right from the exit ramp onto Forest Drive and Gate 1 will be roughly 200 meters in front of you. If traveling South on I-77, turn left from the Exit 12 ramp onto Forest Drive and Gate 2 will be 300 meters in front of you. After you pass through Gate 2, travel on Strom Thurmond Blvd. until you come to the third stop and go light. Turn left onto Marion Avenue and travel approximately 3/4 of a mile. Look for Benning Road, which will veer off to the right (see strip map). The Fort Jackson Inn & Welcome Center, Bldg 7550 is the first building on the right side.

(2) **Soldier Support Institute:** The Adjutant General School is located in the western wing of the Soldier Support Institute Bldg 10000. It is the largest building right across for the Fort Jackson Inn & Welcome Center. There is a parking area located on both sides of Bldg 10000. The upper portion (closest to Hampton Parkway) of both parking lots is for staff and cadre (See map below).

**Key Phone Numbers:**

Welcome Center ..... (800) 276-6984 or (803) 782-9802  
Echo, 369th AG Battalion ..... (803) 751-8121/8188  
AGCCC-RC cadre MAJ Norris, Felicia ..... (803) 751-8402

**Course Materials:** Hard copies of slide packets are not provided but students can access them in class. The AGCCC-RC does not provide supplies for personal use. It is recommended that you bring some basic supplies with you (i.e. paper, pencils). Additionally, you can find copies of most course briefings on SSI Blackboard at <https://ssi.elic.learn.army.mil>. **Your student files may not be available until 15 days prior to class.**

**Systems Access**. It is recommended that you access or register for the below websites in advance.

S1Net <https://s1net.bcks.army.mil>  
FMSweb <https://fmsweb.army.mil>

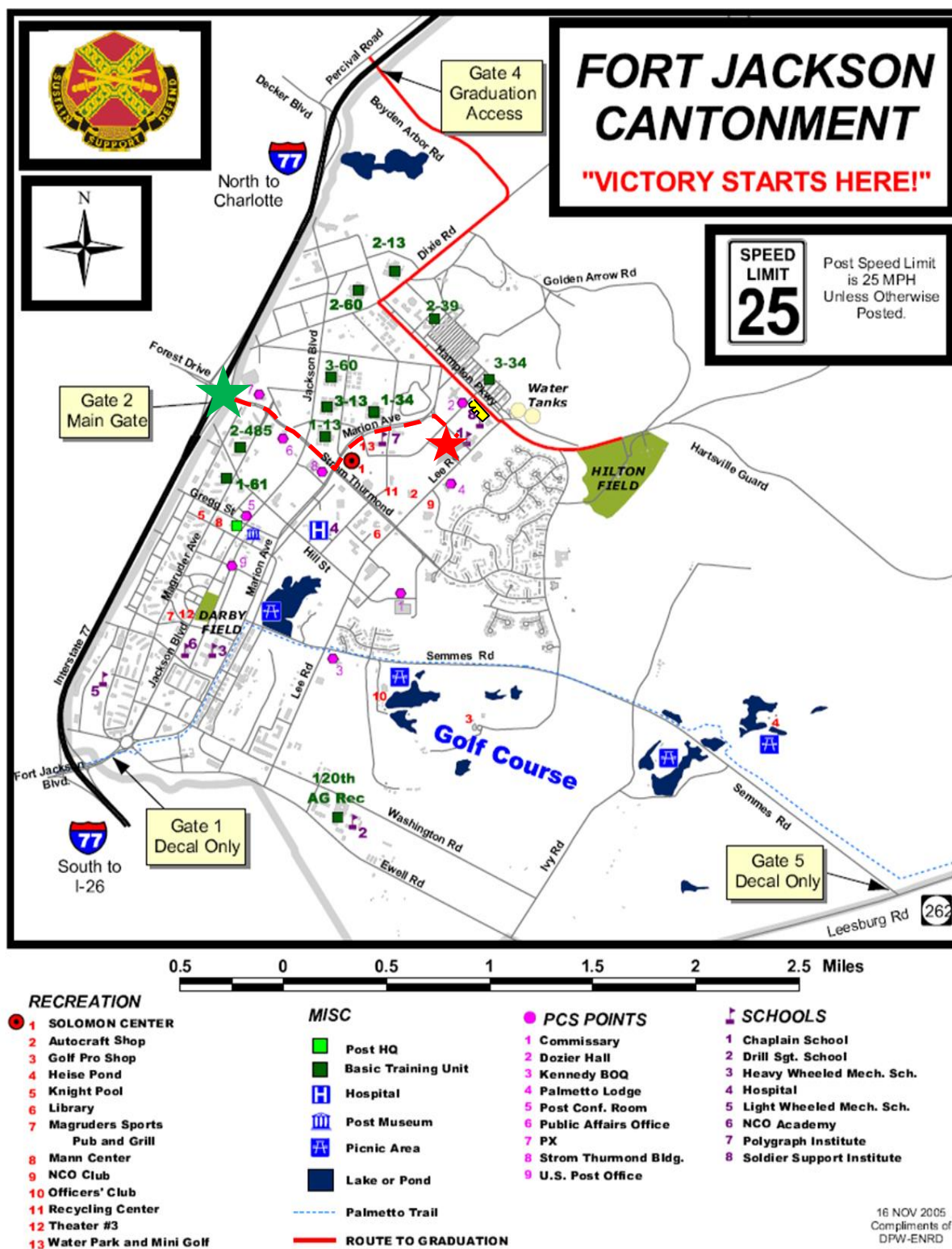
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ARNG Bde/Bn S1 course <http://www.pec.ngb.army.mil>



The Fort Jackson Inn & Welcome Center is located in the vicinity of the Soldier Support Institute at purple flag #8 (Red star near the center of the map). Gate 12 is at the middle-left of the map as highlighted by the Green Star.





**Soldier Support Institute/AG School**



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